



Annual General Meeting Minutes

24 March 2015 – University of Leeds

Chair – Robert Bellfield (RB)

A copy of the presentation and papers can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

The Chair welcomed Members to the AGM.

Apologies were received from Marie May (Sheffield Hallam University); Helen Manns (Northumbria University); Diana Baker (Salford University); Roger Bond (University of East Anglia)

Any other business was to be raised prior to the meeting and none had been raised.

2. Approval of Minutes of 2014 AGM

The minutes were approved. No issues were raised.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

RB confirmed that Helen Manns (Northumbria University) will retire from the Board as a Director and Trustee as of this AGM. Helen has served her maximum term of 5 years. Within the year we also had retirements from Diane Dale (Wiltshire College on 2 July 2014) and Harriet Sjerps-Jones (University of Exeter on 22 August 2014) as they both left the sector. We thank Helen, Diane and Harriet for all their help and support they have given to the EAUC.

4. Resolution Paper AGM15-01 – Election of Co-Opted Board Members who will act as Company Director and Charity Trustee

Our first resolution is to elect two co-opted trustees onto the Board. The Board is able to co-opt trustees in between AGMs when vacancies arise to ensure the Board maintains the skills and representation required. Due to Diane and Harriet retiring from the Board during the year, the Board co-opted Chris Long of Bridgend College to ensure Further Education continued to be represented and Janet Haddock-Fraser of Canterbury Christ Church University to ensure academic knowledge was represented on the Board. The Board is recommending to Members to vote in favour of continuing both of these appointments. The results of the vote will be announced at the end of the meeting.

5. Resolution Paper AGM15-02 – Election of Board Member who will act as Company Director and Charity Trustee

We also have one vacancy to fill on the Board of Trustees. The Board is particularly looking for the financial expertise including risk management and budget setting, ideally at Director/Senior Management/Deputy level. As well as previous Board experience and out of sector experience as we value the broader perspective this brings. This person will take on the role of Deputy Treasurer. We received 2 nominations –

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Dianne Handley at Nottingham Trent University and Andrew Hewett at University of Dundee. You may vote for up to one candidate only. The results of the vote will be announced at the end of the meeting.

6. Review of the Year – 2014 Annual Trustee Report and Accounts – Presented by Iain Patton and Neil Scott

RB handed over to Iain Patton (IP), CEO, to go through the Annual Trustee Report. IP highlighted activities of the year which included:

Member Value

- The EAUC is committed to find new models for sustainability. It is particularly challenging with the increased pressure on funding, whilst these have stabilised for Higher Education, there will be more to come for Further Education
- We developed new Member-groups in 2014 such as the Self-leadership Community of Practice, the North West England regional group and Dr Zoe Robinson, Director of Education for sustainability at Keele University became the new convenor for the SHED community of practice. In 2015 we have a new Energy Community of Practice which has been leading on the Display Energy Certificate consultation. Members are encouraged to contact us to join any of the groups or Topic Support Networks in Scotland.
- To ensure our Members are supported we produce many resources such as quarterly legal spotlights, an estates focused briefing in partnership with Association of University Directors of Estates (AUDE) and in-depth focused topics such as waste, fair trade, student engagement and Green ICT.
- With further cuts and challenges facing Further Education we focused on our college Member's needs and listened to Members on how we can best support them. We partnered with Salix for the £5 million college energy fund and we announced today a further £5 million round. We are working closely with the Association of Colleges to provide more support and resources – one of these outputs is the Further Education Sustainability Summit today and it is great to see our college Members here.

Member Impact

- The Green Gown Awards are extending to French speaking Canada along with France, Luxembourg, Belgium and Switzerland as well as Australasia. They show leadership in the sector and with our agreement with the United Nations Environment Programme (UNEP) we will be growing the International Green Gown Awards. The Awards connect the world and show how we can learn from each other. Hull College was the International Green Gown Awards winner for Social Responsibility and this has been very powerful for them. The 2015 Awards open on 1 May. For more details visit http://www.eauc.org.uk/green_gown_awards.

Member Innovation

- The Sustainability Exchange has been launched on a new platform and we are gaining new partners from Wales, Scotland and Further Education now that it is no longer HEFCE funded. For more details visit <http://www.sustainabilityexchange.ac.uk/home>
- LiFE is free to use for Members and we look forward to seeing how Members are using LiFE in the annual review in June. For more details visit <http://www.eauc.org.uk/life/home>.
- We have a newly elected Office Bearers group in Scotland. The Scottish Funding Council continue to be a fantastic supporter in driving carbon reduction and through the Universities and Colleges Climate Commitment for Scotland (UCCCfS) we are providing support and tools for Members and encouraging accountability. For more details visit <http://www.eauc.org.uk/ucccfs/home>.

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- We are working closely with our Wales branch on the Sustainable Futures Bill and how we can support our Members

Member Voice

- We represent Members at a variety of sector related groups such as the Association for University Directors of Estates (AUDE) Sustainability Advisory Group and have been working closely with AUDE on the University League and there is a workshop at the conference to learn more about this (the presentation can be found at http://www.sustainabilityexchange.ac.uk/where_next_for_sector_estates_environmental_met)
- We fed into the HEA/QAA graduate attributes via Board member, Harriet Sjerps-Jones
- We welcomed 11 newly elected members to the Member Advisory Council (MAC) and we are grateful for their input into Member services such as LiFE.

Member Transparency

- We are pleased to be hearing the student voice on the EAUC Board through the elected representative Diana Baker from Salford University.
- The EAUC now offset our carbon and have completed our 3rd year of carbon reporting. Full details can be found at <http://www.eauc.org.uk/sustainability>

The floor was open to questions and comments. Below is a summary of these:

Emma Fieldhouse (London South Bank University): What is happening with the Green/University League? IP responded that it is positive and People and Planet handed the gauntlet back to the sector and to AUDE and the EAUC to create a new set of estates metrics with Members. The EAUC are acting as the broker on discussions with other groups for other areas of the league such as HEA and BUFDG.

David Somervell (University of Edinburgh): AUDE announced the ARUP workshop and can these be shared across EAUC networks as well? The AUDE document is locked for AUDE Members only – can this be made public?

IP responded that this has been agreed and details will be forthcoming.

IP handed over to Neil Scott (NS), Treasurer, to provide an overview of the Annual Accounts. NS highlighted the following areas:

- Last year we made a surplus of £34,338 against a £10k budgeted surplus. We have had movements in the year in our finances with a decrease in income and a decrease in expenditure. We have a slight reduction (0.06) in staffing and had a 8.87 full time equivalent staff.
- 32% of our income comes from Membership, 21% from the Annual Conference and 25% from public funding from the Scottish Funding Council. 20% of our income comes from Products and Services such as the Green Gown Awards. Our governance costs are very low and are only 2% of our expenditure.
- We have had a slight decrease in Membership, mostly from Company Membership, but this still brings in a significant £26k which reflects our valued relationships. We have 215 Members against our target of 195. 37% of our income is from Educational Membership which is an increase from 32%.
- Our renewal rate has increased to 87% yet we continue to feel the impact of mergers and the uncertainty in Further Education.
- Income diversification is important and so are our relationships with companies for the sponsorship of the Sustainability Exchange and partnerships with companies such as Tusker, Cycle Solutions and Better World Books.

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- Looking to 2015 we are budgeting for a £10k surplus. We are estimating a 10% decrease in Educational Membership but also aim to achieve 19 new Educational Members. We have maintained our expenditure budgets at a similar level.
- In late 2015 we will be transferring employment of staff from the University of Gloucestershire to the EAUC. We kindly thank the University of Gloucestershire for its continued support. We will incur a minor one-off impact on our finances for legal fees. We have reserves of £160k and it is most important to maintain this for such one off impacts to ensure a sustainable future for the organisation.

The floor was opened for questions and comments on the Annual Accounts. No questions were raised.

7. Driving Sustainability Leadership and Future Plans – presented by Iain Patton and Wendy Purcell, Trustee

IP highlighted the future plans for the EAUC which included:

- The sector is changing and we need to change with it. We need to meet the needs of our more advanced Members, for example, the Leadership Summit with the inaugural delivery of the CBIS programme designed by Harvard University.
- The Universities and Colleges Climate Commitment for Scotland (UCCCfS) is leading the way with their carbon reporting.
- We need to ensure we continue to make the links with partners such as Association of Colleges, UNEP, IEMA and our Sustainability Exchange partners. Also internationally, at this conference we have the world's first sustainability networks meeting and aiming to speak coherently together at COP21 in Paris later this year.

WP highlighted the driving sustainability leadership plans:

- The drivers, especially in higher education are not there. We need to empower the Chairs to ask hard hitting questions to their senior teams. We need to place sustainability as a top team agenda item. We have revisited the language we use and we talk more about resilience. The Business Guide for University Governors will be launched at a workshop at this conference. This Guide has a foreword from the Committee of University Chairs and has been endorsed by the Leadership Foundation for Higher Education.
- The Guide includes case studies of how universities are doing this. It includes questions that Boards and senior teams can ask to drive desirable action from the top.
- We are in dialogue with the Association of Colleges to consider a similar Guide for Further Education.
- We want to have further discussions with Members on how we get this into the policy agenda, especially with a new Government coming in. We need to support leaders and influence the leaders for tomorrow.

The floor was opened for questions and comments on the future plans. Below is a summary of these:

David Somervell (University of Edinburgh): Will we be sending hard copies of the guide to each Principal to bring to attention of sustainability committees?

WP responded that the guide is aimed at chairs and governors. But we will take advice on how best to disseminate. We want to drive desirable behaviour for change to ask questions.

Daniella Tilbury (University of Gloucestershire): This is a terrific piece of work but where next? What are you doing with LEPs?

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WP responded that it is on our agenda to engage this new audience. IP responded that some elements are relevant with top leaders and we are in discussions with the Leadership Foundation for Higher Education.

Jane Davidson (University of Wales Trinity St David): As Paul Lewis (Carbon Credentials) presented, policy is at the bottom of our interest in attending this conference. Where next? How do we influence all political parties for drivers such as Wales and Scotland?

WP responded that we are gaining access to BIS and want to bring this up the agenda. IP responded that there is a policy vacuum in England and we had a recent meeting with HEFCE, NUS and University of the West of England to see how we can address this. Organisations such as HEA and HEFCE are not doing enough, and they are saying the sector needs to move into this space and to lead on sustainability. We recently held a lunch in partnership with IEMA to bring together Vice Chancellors, Pro Vice Chancellors and executives from corporates such as Marks and Spencer, National Grid and the Environment Agency. We are the broker to bring together companies and the sector. We are trying to approach policy through partnership but it is early days.

8. Vote Results (RB)

RB announced the election results, as verified by Electoral Reform Services are:

AGM15-01 Janet Haddock-Fraser elected
Chris Long elected

AGM15-02 Andrew Hewett elected

RB thanked everyone for voting.

9. Close

RB confirmed that no other business has been raised. RB urged Members to get involved and that we want to hear from Members. This can be done through the Member Advisory Council (MAC), regional or community of practice groups or direct. RB thanked IP for his leadership, the Board and EAUC Staff for their hard work in 2014. RB thanked Helen Manns, Diane Dale and Harriet Sjerps-Jones for their contribution to the Board and David Somervell for his contribution to the Board and Scotland. RB thanked all for attending and closed the meeting.

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